

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200110009-3

MEMORANDUM FOR: Deputy Director for Administration

THRU : Director/NFAC
: Director/Office of Personnel
: Director/Office of Finance

SUBJECT : Proposal to Adopt Experimental Compressed and Flexible Work Schedules in Office of Imagery Analysis

REFERENCE : HN20-888, 3 October 1979

1. Your approval is requested for the Office of Imagery Analysis (OIA) to adopt compressed and flexible time on an experimental basis for a six month period under the provisions of the referenced notice.

2. OIA has surveyed its people to determine the level of interest in compressed and flexible time. Of the Office's [redacted] are currently serving at [redacted]. Of these, [redacted] have expressed a preference for a compressed workweek of ten hours a day, four days per week. The balance prefer a five day workweek.

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3. Within the guidelines of the referenced notice and the requirement for continued, unimpaired functioning of the Office, we have developed an office work schedule that permits all who wish to work a four day week to do so and all who wish to remain on a five day week to do so--that is, participation in the experiment is voluntary. A few adjustments of individual preferences for daily working hours have been necessary, however, in order to meet daily minimum staffing requirements.

4. Our proposal meets all of the conditions specified in HN20-888 as well as the following OIA requirements:

A. A minimum of fifty percent normal staffing of each component of the Office Monday thru Friday, with representation in each component to include personnel at all levels of experience and responsibility.

B. Monday thru Friday representation in each component until 1700 hours by branch chiefs or their back-ups, until 1800 hours by division chiefs or their deputies, and until 1800 by the office director, his deputy, or the executive officer.

C. Individual scheduling in each component so that unsupervised work will occur only under exceptional circumstances.

5. In compliance with the above requirements, our proposal has the following staffing characteristics:

A. Essential hour (0800-1630) staffing of at least fifty percent on Mondays and Fridays, and nearly seventy percent Tuesday thru Thursday.

B. Core hour (0930-1530) staffing of sixty-five percent on Mondays and Fridays, and nearly one-hundred percent on Tuesday thru Thursday.

C. Supervision of work in all components during more than ninety-nine percent of total manhours.

6. The experimental period will allow us to test our expectation of a substantial positive impact on employee morale and productivity. It seems reasonable to expect also a contribution to the conservation of energy through a substantial reduction in weekly commuting mileage. I plan to implement the proposed schedule as soon after approval as is practical.

[Redacted Signature Box]

Noel E. Firth
Director
Imagery Analysis

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CONCUR: _____
Director, NFAC

RECOMMEND APPROVAL: _____
Director, Office of Finance

RECOMMEND APPROVAL: _____
Director, Office of Personnel

APPROVED: _____
Deputy Director for Administration